

ROLE-BASED EDITORIAL MANAGEMENT SYSTEM

Role-Based Editorial Management System is a secure, web-based platform designed exclusively for freelance photo editors. It provides structured access for Admins, Senior Editors, Junior Editors, and Clippers, ensuring clarity of responsibilities and streamlined workflows.

Admins oversee the entire system through centralized dashboards, analytics, and user management, while Editors and Clippers benefit from ranking dashboards, tutorials, and detailed work logs tailored to their roles. The platform supports event management, attendance tracking, performance monitoring, and secure XMP filter storage, all reinforced by role-based permissions and comprehensive activity logging.



ADMINS ACCOUNT

Admin Dashboard

The Admin Dashboard module is the central control panel for managing editorial operations. It offers a clean, role-aware interface tailored for administrators, with real-time insights and actionable tools that streamline oversight and decision-making.

➤ Role Summary Panel

The Role Summary Panel provides administrators with a clear snapshot of the team's structure and performance, showing the number of users across Admins, Senior Editors, Junior Editors, and Clippers, along with total rendered hours for editors and clippers, while Admin accounts display only user counts to reflect their supervisory role. Complementing this overview is a dynamic bar chart that visualizes editing and clipping activity from the previous day, segmented by role and task type such as Indi Edit, Team Edit, Build, Clip, Indi Clip, and Team Clip, giving admins immediate insight into workload distribution, productivity trends, and role-specific contributions in a single, intuitive view.

➤ Password Reset Requests

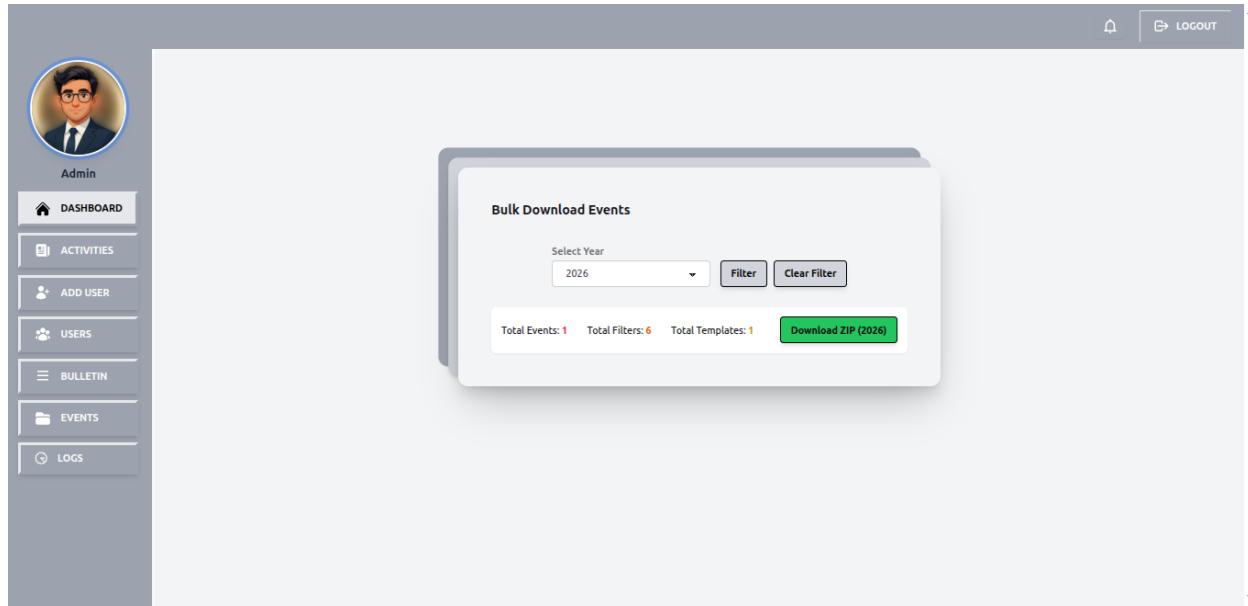
A dedicated box shows the live count of pending password reset requests, triggered when users request help accessing their accounts. Clicking this box opens a management view where admins can approve or resolve each request individually.



➤ Events Overview

This box displays the total number of events and XMP filters created in the current year. Clicking it redirects to a detailed page where admins can:

- ✓ Bulk download events filtered by year
- ✓ View yearly totals for events, XMP filters, and templates



➤ Reports Summary

This box opens a powerful analytics module featuring:

- ✓ Top 3 Rankings for the current month, with filters by day and role
- ✓ A built-in eligibility logic: if the top 3 performers don't meet the minimum threshold, rankings start from position 4 — ideal for fair recognition and client-led giveaways
- ✓ A detailed Expected vs. Rendered Hours table per user
- ✓ A second table showing work analytics segmented by Senior Editors, Junior Editors, and Clippers
- ✓ Filters by date range, role, and username
- ✓ Monthly paging with automatic total calculations
- ✓ CSV export for offline reporting and documentation

The screenshot shows a web-based reporting interface. At the top right are a bell icon, a user profile icon, and a 'LOGOUT' button. Below the header is a dark banner with the text 'Top 3 Rankings of January 2026' and a small info icon. Underneath is a table with the following data:

Rank	Username	Clip	Indi Edit	Team Edit	Build
1	kenth	661	581	1181	635

A blue link at the bottom of the table says 'Click here to show more...'. Below this is a button labeled 'VIEW USERS LOG' with a camera icon. Further down is a section titled 'ALL USERS REPORT' containing three boxes: 'Senior Editor Logs This Year: 27', 'Junior Editor Logs This Year: 21', and 'Clipper Logs This Year: 22'.

Ranking Report as of January 2026

Select Role	Start Date	End Date	Username	Filter		
Senior Editor	mm/dd/yyyy	mm/dd/yyyy		Filter		
Rank	Username	Clip	Indi Edit	Team Edit	Build	Expected vs Rendered
1	kenth	661	581	1181	635	-274.75 hrs
4	kim	370	1012	430	394	-143.52 hrs
5	charito	45	89	0	89	-4.79 hrs
6	kent	100	45	0	98	-3.67 hrs
7	my	56	78	0	67	-3.04 hrs
8	kell	0	67	12	34	-1.47 hrs
9	kay	45	45	0	45	-1.42 hrs
10	wayne	24	68	0	45	-1.05 hrs

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Next >

Senior Editors Report

Select Senior	Start Date	End Date	Filter				
All Seniors	mm/dd/yyyy	mm/dd/yyyy	Filter				
Date	Event	Indi Clip	Indi Edit	Team Edit	Build	Duration	Notes
January 13, 2026	🕒	23	10	20	15	10:25:50	🕒
January 14, 2026	🕒	23	23	24	23	12:23:43	🕒
January 15, 2026	🕒	500	500	1000	500	22:25:56	🕒
January 16, 2026	🕒	0	0	35	15	12:46:45	🕒
January 17, 2026	🕒	23	0	45	0	13:24:23	🕒
January 18, 2026	🕒	0	25	20	30	12:25:45	🕒
January 18, 2026	🕒	33	220	0	0	17:23:56	🕒
January 19, 2026	🕒	23	267	6	0	20:23:24	🕒
January 19, 2026	🕒	23	0	3	34	12:23:24	🕒
January 20, 2026	🕒	56	78	0	67	10:54:45	🕒

Previous Month

Viewing January 2026

Next Month

January 20, 2026	🔗	34	0	0	87	07:34:43	🔗
January 20, 2026	🔗	24	68	0	45	09:09:56	🔗
January 20, 2026	🔗	89	260	12	23	18:24:43	🔗
January 20, 2026	🔗	45	89	0	89	11:32:45	🔗
January 20, 2026	🔗	67	67	0	0	08:24:56	🔗
January 20, 2026	🔗	45	45	0	45	07:34:45	🔗
January 20, 2026	🔗	0	67	12	34	09:56:34	🔗
January 20, 2026	🔗	100	45	0	98	11:34:34	🔗
January 20, 2026	🔗	43	67	0	43	09:43:43	🔗
January 21, 2026	🔗	23	23	0	0	12:23:34	🔗
January 21, 2026	🔗	200	265	350	250	12:25:56	🔗
January 22, 2026	🔗	23	0	0	0	12:23:23	🔗
January 22, 2026	🔗	0	0	26	65	12:26:26	🔗
January 23, 2026	🔗	23	0	0	0	12:23:23	🔗
January 23, 2026	🔗	25	0	36	56	12:24:25	🔗
Totals		1490	2119	1623	1591	329:22:29	Export CSV

Senior Editors Report							
Select Senior	Start Date	End Date					
All Seniors	01/21/2026	01/25/2026	Filter	Clear Filter			
Viewing Jan 21, 2026 → Jan 25, 2026							
Date	Event	Indi Clip	Indi Edit	Team Edit	Build	Duration	Notes
January 21, 2026	🔗	200	265	350	250	12:25:56	🔗
January 21, 2026	🔗	23	23	0	0	12:23:34	🔗
January 22, 2026	🔗	0	0	26	65	12:26:26	🔗
January 22, 2026	🔗	23	0	0	0	12:23:23	🔗
January 23, 2026	🔗	25	0	36	56	12:24:25	🔗
January 23, 2026	🔗	23	0	0	0	12:23:23	🔗
Totals		294	288	412	371	74:27:07	Export CSV

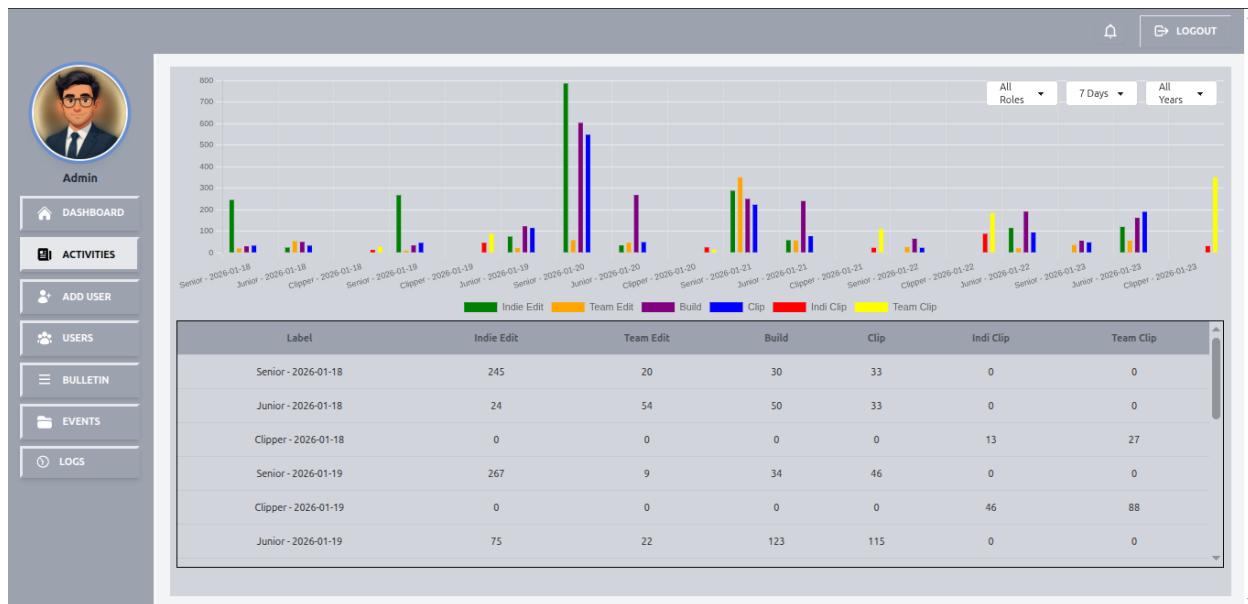
Activities

The Activities module provides administrators with a comprehensive view of editorial performance across all roles — Senior Editors, Junior Editors, and Clippers — through interactive charts and detailed tables.

Admins can filter activity data by last 7 days, weekly, monthly, yearly, or drill down by specific role and year, enabling precise performance tracking over time. A dynamic bar chart visualizes key metrics such as Clip, Indie Edit, Team Edit, Build, Indi Clip, and Team Clip, color-coded for clarity and segmented by role.

Below the chart, a structured data table displays the exact counts for each activity type, grouped by role and time period. This allows admins to compare output across roles and identify trends in productivity, collaboration, and task distribution.

The module supports real-time filtering, role-based breakdowns, and period-specific analysis, making it an essential tool for operational oversight, performance reviews, and editorial planning.



Add User

The Add User module allows administrators to create accounts either manually, one at a time, or through bulk creation using CSV upload. Once a user is added, the system automatically sends their credentials — including username, email, and a temporary password — directly to the registered email address. For security, all users are required to change their password upon first login, ensuring that accounts remain protected from the start.

The screenshot shows the 'ADD USER' section of a web application. On the left, a vertical sidebar menu includes 'DASHBOARD', 'ACTIVITIES', 'ADD USER' (which is selected and highlighted in blue), 'USERS', 'BULLETIN', 'EVENTS', and 'LOGS'. The main content area has a header 'ALL USERS' with a search icon. Below it, there are two sections: 'CREATE NEW USER' and 'BULK CREATE USER USING CSV'. The 'CREATE NEW USER' section contains fields for 'Username' (with placeholder 'Enter Username'), 'Email' (placeholder 'Enter Email'), 'Role' (dropdown set to 'Junior Editor'), 'Gender' (dropdown set to 'Male'), and 'Password' (placeholder 'Enter Password'). A 'Create User' button is at the bottom. To the right, the 'BULK CREATE USER USING CSV' section has a note about CSV file headers ('username email role gender password') and a 'Pick a CSV file' button.

Users

The Users module provides administrators with full visibility and control over the editorial team's account structure. It displays a complete list of all registered users, including their username, email address, and any pending password reset requests. Admins can edit user details, update roles, change passwords, and delete accounts — actions available only for Senior Editors, Junior Editors, and Clippers. Admin accounts are excluded from modification to preserve system integrity.

This section also shows role distribution totals for each account type and provides access to editor and clipper logs, which can be filtered by date to review individual contributions. With built-in search and pagination, the Users module ensures that account management remains organized, secure, and scalable.

The screenshot displays the 'ALL USERS' section of the Users module. It features four cards representing different roles and their total user counts:

- Admin**: Total Users: 4
- Senior Editor**: Total Users: 15
- Junior Editor**: Total Users: 15
- Clipper**: Total Users: 5

Below this, the 'ALL USERS LOG' section shows monthly log counts for each role:

- Senior Editor**: Logs This Month: 27
- Junior Editor**: Logs This Month: 21
- Clipper**: Logs This Month: 22

The left sidebar includes navigation links for DASHBOARD, ACTIVITIES, ADD USER, BULLETIN, EVENTS, and LOGS, with the 'USERS' link being the active one. A top header bar includes a profile picture, a 'LOGOUT' button, and a notification icon.



Admin

- [DASHBOARD](#)
- [ACTIVITIES](#)
- [ADD USER](#)
- [USERS](#)
- [BULLETIN](#)
- [EVENTS](#)
- [LOGS](#)

Username	Email
kentoy	kentoy@gmail.com
Admin	Admin@gmail.com
kentuckyjoles	khentlowmanz@gmail.com
123	123456kentuckyjoles@gmail.com



Admin

- [DASHBOARD](#)
- [ACTIVITIES](#)
- [ADD USER](#)
- [USERS](#)
- [BULLETIN](#)
- [EVENTS](#)
- [LOGS](#)

Username	Email	Password Reset Request	Actions			
kenz1	kentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
ke	k@gmail.com	none	Edit	Update Role	Delete	Change Password
jason	2ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
kell	9ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
kimso	4ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
test	11112222ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
kay	7ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
kayne	8ikentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
my	111111kentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password
kent	13kentuckyjoles@gmail.com	none	Edit	Update Role	Delete	Change Password

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 Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

Page 1 of 8 (8 total logs)

2026-01-23

kenny | Event: 90 | Clip: 90 | Teamedit: 0 | Indiedit: 83 | Build: 59 | Notes: 11:24:56

kai | Event: 56 | Clip: 56 | Teamedit: 0 | Indiedit: 25 | Build: 80 | Notes: 0 | Duration: 09:25:56

ken | Event: 21 | Clip: 21 | Teamedit: 24 | Indiedit: 12 | Build: 22 | Notes: 10:24:24

mine | Event: 23 | Clip: 23 | Teamedit: 32 | Indiedit: 0 | Build: 0 | Notes: 0 | Duration: 08:43:43

1 2 Next »

mm/dd/yyyy Filter

Logout

 Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

Logs of kenny

Back mm/dd/yyyy Filter

Page 1 of 1 (7 total logs)

2026-01-23

Date: January 23, 2026 | Event: 90 | Clip: 90 | Teamedit: 0 | Indiedit: 83 | Build: 59 | Notes: 11:24:56

2026-01-22

Date: January 22, 2026 | Event: 58 | Clip: 58 | Teamedit: 1 | Indiedit: 56 | Build: 59 | Notes: 0 | Duration: 10:24:56

2026-01-21

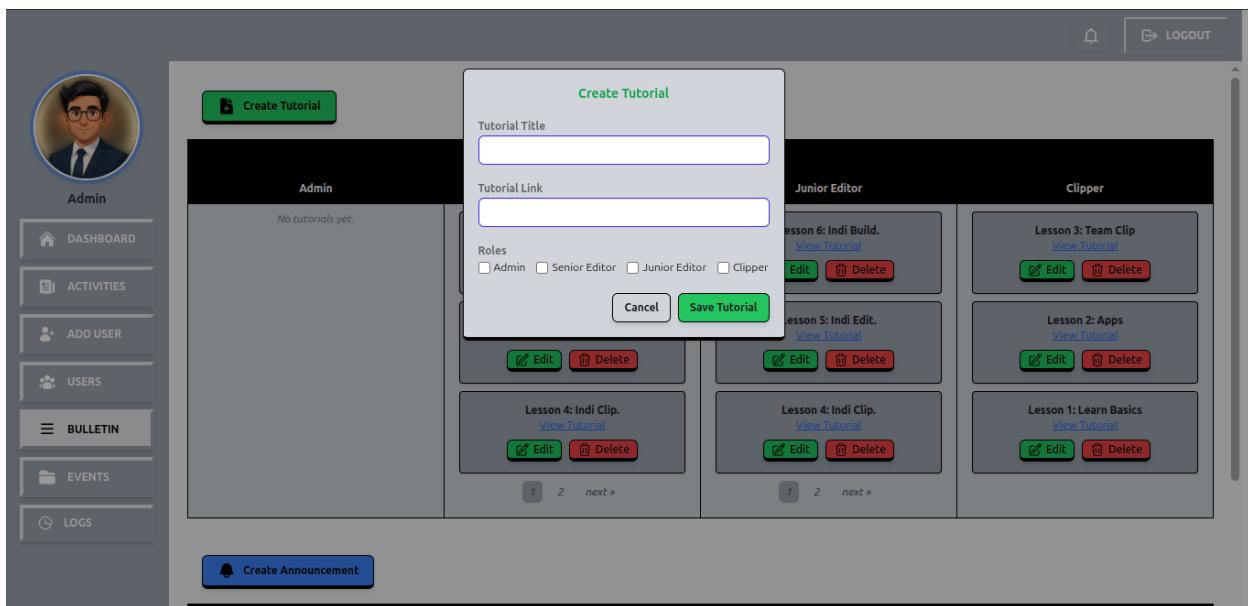
Date: January 21, 2026 | Event: 12 | Clip: 12 | Teamedit: 25 | Indiedit: 0 | Build: 60 | Notes: 0 | Duration: 10:24:56

Logout

Bulletin

The Bulletin module allows administrator to publish tutorials and announcements with precise role-based targeting, ensuring that each user sees only the content relevant to their role. Tutorials can be created with a title and link, then assigned to specific roles — Admin, Senior Editor, Junior Editor, or Clipper — using simple checkboxes. Each tutorial entry includes options to view, edit, or delete, giving admins full control over content delivery and updates.

Announcements are equally flexible, featuring fields for title, body, optional link, and visibility dates, along with role-based targeting. Admins can schedule announcements to appear within a defined time window, making it ideal for time-sensitive updates like project priorities or workflow changes.



Logout

Create Tutorial

Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

Tutorials

Admin	Senior Editor	Junior Editor	Clipper
No tutorials yet.	<p>Lesson 6: Indi Build. View Tutorial</p> <p>Edit Delete</p> <p>Lesson 5: Indi Edit. View Tutorial</p> <p>Edit Delete</p> <p>Lesson 4: Indi Clip. View Tutorial</p> <p>Edit Delete</p>	<p>Lesson 6: Indi Build. View Tutorial</p> <p>Edit Delete</p> <p>Lesson 5: Indi Edit. View Tutorial</p> <p>Edit Delete</p> <p>Lesson 4: Indi Clip. View Tutorial</p> <p>Edit Delete</p>	<p>Lesson 3: Team Clip View Tutorial</p> <p>Edit Delete</p> <p>Lesson 2: Apps View Tutorial</p> <p>Edit Delete</p> <p>Lesson 1: Learn Basics View Tutorial</p> <p>Edit Delete</p>

Create Announcement

Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

Create Announcement

Title

Body

Link (optional)

Optional link

Start Date End Date

mm/dd/yyyy mm/dd/yyyy

Roles

Admin Senior Editor Junior Editor Clipper

Please prioritize and work on the late order

Cancel Save Announcement

View All Announcements

Delete

Events

The Events module enables administrators to manage editorial projects through structured event folders. Each folder can contain XMP filters (under 1MB) and templates, allowing teams to organize and access editing assets efficiently.

When creating a new event, the system automatically assigns the current year as the default value in the modal. This ensures faster queuing and easier searching, since events can also be filtered and located by year. Admins or Senior Editors may adjust the year if needed.

- ✓ Role-based permissions ensure secure and structured access:
- ✓ Admins and Senior Editors have full control to create, upload, edit, and delete event folders, filters, and templates.
- ✓ Junior Editors can view and download filters and templates but cannot create or delete.
- ✓ Clippers have no access to the Events module.
- ✓ Templates within events are simplified for consistency — allow only the addition of a title and link, ensuring clarity and easy reference without unnecessary complexity.

To streamline navigation, the module includes a search bar for quickly locating events by name. Once inside a folder, users can easily download filters, view templates, and manage content specific to that event. This setup ensures fast retrieval, secure access, and role-based control over editorial assets.

The screenshot shows a user interface for managing events. On the left is a vertical sidebar with a profile picture of a man and the title "Admin". Below the profile are several menu items: DASHBOARD, ACTIVITIES, ADD USER, USERS, BULLETIN, EVENTS (which is highlighted in blue), and LOGS. At the top right are "LOGOUT" and a bell icon. In the center, there is a "Create New Event" button. Below it is a search bar with "Search Event" and a "Search" button. A list of events is displayed in a table format:

Event Name	Edit	Delete
Sinulog Cebu 2044		
Cahigan Festival		
Sambulawan Festival		
Calbugos Festival		
Cabungahan Festival		
Leyte leyte Festival		
Kanangga Festival		
Cebu Festival		

This screenshot is similar to the one above, but it includes a modal window titled "Create New Event". The modal contains two input fields: "Event Name" and "Event Year". The "Event Name" field is empty, and the "Event Year" field contains the value "2026". At the bottom of the modal are two buttons: "Cancel" and "Create Event". The rest of the interface, including the sidebar, top navigation, and event list, remains the same.

The screenshot shows the application's main interface. At the top right are a bell icon, a 'LOGOUT' button, and a search bar containing the text 'Cahigan Festival'. Below the search bar is a blue button labeled 'Create New Event'. A sidebar on the left lists navigation options: DASHBOARD, ACTIVITIES, ADD USER, USERS, BULLETIN, EVENTS (which is selected), and LOGS. The main content area displays a folder icon followed by the text 'Cahigan Festival'. To the right of the folder are two buttons: a green 'Edit' button and a red 'Delete' button.

This screenshot shows the 'Filters' section. At the top right are a bell icon, a 'LOGOUT' button, and a 'Templates' button. Below the templates button is a heading 'Filters for Palompon Festival'. A blue button labeled 'Pick Filter' is visible on the left. The main content area lists several filter entries, each with a 'Delete' button to its right. The entries are: 'ADAM_Lawig Palompon (1)_Calbugos Festival (4)', 'ADAM_Lawig Palompon (1)_Calbugos Festival (5)', 'ADAM_Lawig Palompon (1)_Calbugos Festival (6)', 'ADAM_Lawig Palompon (1)_Calbugos Festival (7)', 'PRP', and 'PRP_Palompon Festival (1)'. The sidebar on the left is identical to the one in the first screenshot.

Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

ADAM_Lawig Palompon (1)_Calbugos Festival (4)_Palompon Festival (2)

Upload now

Pick Filter

Templates

Filters for Palompon Festival

ADAM_Lawig Palompon (1)_Calbugos Festival (4)

ADAM_Lawig Palompon (1)_Calbugos Festival (5)

ADAM_Lawig Palompon (1)_Calbugos Festival (6)

ADAM_Lawig Palompon (1)_Calbugos Festival (7)

PRP

PRP_Palompon Festival (1)

Admin

DASHBOARD ACTIVITIES ADD USER USERS BULLETIN EVENTS LOGS

Add New Template

sample Click here

Add New Template

Title

Link

Cancel Save Template

Filters

Logs

The Logs module is a centralized, read-only audit system that records all critical actions within the application. It provides administrators with full traceability — showing who performed an action, what data was affected, and when it occurred — with powerful filters by action type, role, and date. This ensures transparency, accountability, and compliance, similar to enterprise-grade dashboards.

The module is organized into three specialized views:

- Event, Filter & Templates Logs – Tracks all system content and configuration changes, including the creation, editing, deletion, uploading, and downloading of filters. This view helps admins audit operational data changes and detect potential misuse.
- Editors & Clippers Logs – Captures role-specific operational activities through EditorLog and ClipperLog. It shows how editors and clippers create or edit content, supporting accountability, productivity tracking, and supervisor review, without cluttering admin-level logs.
- User Management Logs – Records sensitive user-related actions such as password changes, role updates, and account modifications. It clearly distinguishes between the actor and the affected user for full security traceability. This view also includes system-related logs such as role updates and email delivery failures, which are admin-only and searchable by date.

Together, these log views provide a complete audit trail that strengthens operational oversight, safeguards against misuse, and ensures every action in the system is fully accountable.


Admin
[LOGOUT](#)

Event, Filter & Templates Logs

Select Action	Select Role	Start Date	End Date	Filter
All Actions	All Roles	mm/dd/yyyy	mm/dd/yyyy	Filter
Timestamp	Action	Target	User	Role
2026-01-24 4:51 PM	Upload	Filter	Admin	admin
2026-01-24 4:50 PM	Create	Template	Admin	admin
2026-01-23 7:54 PM	Create	Template	Admin	admin
2026-01-23 7:54 PM	Download	Filter	Admin	admin
2026-01-23 7:54 PM	Upload	Filter	Admin	admin
2026-01-23 3:14 PM	Download	Filter	kai	junior
2026-01-22 7:20 PM	Delete	Event	Admin	admin
2026-01-22 5:59 PM	Edit	Event	Admin	admin
2026-01-21 2:28 PM	Edit	Event	test	senior
2026-01-21 2:28 PM	Create	Event	test	senior


Admin
[LOGOUT](#)

Editors & Clippers Log

Select Action	Select Role	Start Date	End Date	Filter
All Actions	All Roles	mm/dd/yyyy	mm/dd/yyyy	Filter
Timestamp	Action	Target	User	Role
2026-01-23 6:56 PM	Create	ClipperLog	rain	clipper
2026-01-23 6:55 PM	Edit	ClipperLog	rain	clipper
2026-01-23 6:55 PM	Edit	ClipperLog	rain	clipper
2026-01-23 6:54 PM	Edit	ClipperLog	kilua	clipper
2026-01-23 6:53 PM	Edit	ClipperLog	kilua	clipper
2026-01-23 6:53 PM	Edit	ClipperLog	keon	clipper
2026-01-23 6:45 PM	Create	EditorLog	kim	senior
2026-01-23 6:44 PM	Create	EditorLog	kim	senior
2026-01-23 6:43 PM	Create	EditorLog	kim	senior
2026-01-23 6:40 PM	Edit	EditorLog	kim	senior

The screenshot shows a user interface for managing logs. On the left, there's a sidebar with a profile picture of a man with glasses and the word "Admin". Below the profile are several menu items: DASHBOARD, ACTIVITIES, ADD USER, USERS, BULLETIN, EVENTS, and LOGS. The LOGS item is highlighted with a white background and black border. The main content area has a title "User Management Logs" and a subtitle "EVENTS FILTERS & TEMPLATES LOG". At the top of the log table are four filter dropdowns: "Select Action" (set to "All Actions"), "Select Role" (set to "All Roles"), "Start Date" (set to "mm/dd/yyyy") and "End Date" (set to "mm/dd/yyyy"). There is also a "Filter" button. The table itself has columns: Timestamp, Action, Target, Role, and Creator. The data in the table is as follows:

Timestamp	Action	Target	Role	Creator
2026-01-23 6:55 PM	change_password	User	clipper	rain
2026-01-23 6:54 PM	change_password	User	clipper	Admin
2026-01-23 6:39 PM	change_password	User	senior	kim
2026-01-23 6:33 PM	change_password	User	senior	kenth
2026-01-23 6:33 PM	change_password	User	senior	Admin
2026-01-23 6:32 PM	change_password	User	senior	Admin
2026-01-23 3:27 PM	change_password	User	junior	mine
2026-01-23 3:26 PM	change_password	User	junior	Admin
2026-01-23 3:22 PM	change_password	User	junior	ken
2026-01-23 3:22 PM	change_password	User	junior	Admin

SENIOR EDITORS ACCOUNT

Senior Editor Dashboard

The Senior Editor Dashboard provides a role-specific view of monthly performance rankings, designed exclusively for Senior Editors. Rankings are calculated from key editorial metrics — Indi Clip, Indi Edit, Team Edit, and Build — and can be filtered by custom date ranges to track progress across specific periods.

Each user's actions are converted into expected hours, compared against their rendered time, and ranked by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower. High output can still elevate a user's rank even if their rendered time slightly exceeds expectations.

The Top 3 rankings follow an eligibility logic: if fewer than three users meet the threshold, the podium begins at Rank 4. For example, if only one user qualifies, the next eligible user will be displayed as Rank 4, ensuring fairness and preventing inflated recognition.

Rankings are recalculated daily at 08:00 AM, with final standings published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month. The default view is paged by month, making it easy to navigate historical performance data.

The screenshot shows the Senior Editor Dashboard interface. On the left is a sidebar with a logo and navigation links: DASHBOARD, TUTORIALS, EDITORS LOG, and EVENTS. The main area displays a "Senior Editors Ranking Report As of January 2026". At the top, there are date filters for "Start" and "End" and a "Filter" button. A yellow callout box highlights the top-ranked user, "kent", with the title "1st Place" and the handle "@kenth". Below the callout, a tooltip shows the user's stats: "Indi Clip: 661 | Indi Edit: 581 | Team Edit: 1181 | Build: 635". The main table lists the following data:

Rank	Username	Indi Clip	Indi Edit	Team Edit	Build
4	kim	370	1012	430	394
5	charito	45	89	0	89
6	kent	100	45	0	98
7	my	56	78	0	67
8	kell	0	67	12	34
9	key	45	45	0	45

Tutorials

Access tutorials title and link assigned to the **Senior Editor** role.

The screenshot shows a user interface for a software application. On the left is a vertical sidebar with a dark grey background. At the top of the sidebar is a circular profile picture with a stylized 'K' logo, labeled 'Senior Editor'. Below the profile picture are four menu items: 'DASHBOARD' (with a house icon), 'TUTORIALS' (with a globe icon), 'EDITORS LOG' (with a document icon), and 'EVENTS' (with a folder icon). The main content area has a light grey background. At the top right of this area are two small icons: a bell and a 'LOGOUT' button. Below these icons, the word 'TUTORIALS' is centered above a grid of six rectangular boxes. Each box contains a small video camera icon and a tutorial title. The titles are: 'Lesson 6: Indi Build.', 'Lesson 5: Indi Edit.', 'Lesson 4: Indi Clip.', 'Lesson 3: Team Edit.', 'Lesson 2: Apps.', and 'Lesson 1: Learn Basics.'

Editor Logs

The Editor Logs module allows users to record daily work activities with precision and clarity. Editors can log their rendered hours, clips, individual edits, team edits, builds, and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.

You can paste the image from the clipboard.

Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Add New Log

Page 1 of 11 (11 total logs)

2026-01-23

kenth | Event: 12 | Clip: 23 | Teamedit: 0 | Indiedit: 0 | Build: 0 | Notes: 12 | Duration: 12:23:23

kim | Event: 12 | Clip: 25 | Teamedit: 36 | Indiedit: 0 | Build: 56 | Notes: 12 | Duration: 12:24:25

Edit

1 2 Next »

Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Add New Log

Page 1 of 11 (11 total logs)

2026-01-23

kenth | Event: 12 | Clip: 23 | Teamedit: 0 | Indiedit: 0 | Build: 0 | Notes: 12 | Duration: 12:23:23

kim | Event: 12 | Clip: 25 | Teamedit: 36 | Indiedit: 0 | Build: 56 | Notes: 12 | Duration: 12:24:25

Edit

Create New Log

Select Date: 01/24/2026 Duration (24 hours): HH:MM:SS

Event:

Clip: Team Edit:

Indi Edit: Build:

Notes: Enter any additional notes...

Cancel Save Log

Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Add New Log

Page 1 of 11 (11 total logs)

2026-01-23

kenth | Event: 0 | Clip: 23 | Teamedit: 0 | Indiedit: 0 | Build: 0 | Notes: 0 | Duration: 12:23:23

kim | Event: 0 | Clip: 0 | Teamedit: 0 | Indiedit: 0 | Build: 0 | Notes: 0 | Duration: 00:00:00

Clip: 23 Team Edit: 0
Indie Edit: 0 Build: 0

Notes
Enter notes

Cancel Update Log

Events

Full access to event management (same as Admin).

Senior Editor

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Create New Event

Search Event

Search

Sinulog Cebu 2044

Cahigan Festival

Sambulawan Festival

Calbugos Festival

Cabungahan Festival

Leyte leyte Festival

Kanangga Festival

Cebu Festival

Edit Delete

JUNIOR EDITORS ACCOUNT

Junior Editor Dashboard

The Junior Editor Dashboard mirrors the same monthly ranking system as the Senior Editor Dashboard, ensuring consistency across roles. Rankings are calculated from identical metrics — Indi Clip, Indi Edit, Team Edit, and Build — and can be filtered by start and end dates for flexible performance tracking.

As with seniors, each user's actions are converted into expected hours and compared against their rendered time, with rankings determined by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower.

The Top 3 eligibility logic applies here as well: if fewer than three users qualify, the podium begins at Rank 4, ensuring fairness in recognition.

Rankings are recalculated daily at 08:00 AM, with final standings published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month. The default view is paged by month, keeping the current period prioritized while allowing historical navigation.

Rank	Username	Indi Clip	Indi Edit	Team Edit	Build
4	kai	222	156	42	387
5	kenny	331	163	91	316
6	mine	23	0	32	0
7	ken	327	153	146	419

Tutorials

Access tutorials title and link assigned to the **Junior Editor** role.

The screenshot shows the 'TUTORIALS' section of a web application. At the top right, there is a notification icon with a red '6' and a 'LOGOUT' button. On the left, a sidebar menu includes 'DASHBOARD', 'TUTORIALS' (which is selected and highlighted in blue), 'EDITORS LOG', and 'EVENTS'. The main content area is titled 'TUTORIALS' and displays six lessons arranged in a 2x3 grid. Each lesson card features a video camera icon and a title:

- Lesson 6: Indi Build.
- Lesson 5: Indi Edit.
- Lesson 4: Indi Clip.
- Lesson 3: Team Edit.
- Lesson 2: Apps.
- Lesson 1: Learn Basics.

Editor Logs

The Editor Logs module allows users to record daily work activities with precision and clarity. Editors can log their rendered hours, clips, individual edits, team edits, builds, and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.

The screenshot shows the 'EDITORS LOG' section of a software application. At the top, there's a user profile picture of a woman with dark hair, labeled 'Junior Editor'. To her right are buttons for 'Add New Log' (with a camera icon), a date input field ('mm/dd/yyyy'), and a 'Filter' button. In the top right corner, there's a notification icon with a red '6' and a 'LOGOUT' button. Below the header, the text 'Page 1 of 8 (8 total logs)' is displayed. A date filter '2026-01-23' is selected. The main area contains four log entries in cards:

Event	Clip	Teamedit	Indedit	Build	Notes	Duration
kenny	90	0	83	5	5	11:24:56
kai	56	0	25	80	5	09:25:56
ken	21	24	12	23	5	10:24:24
mine	23	32	0	0	5	08:43:43

Below the cards are navigation buttons: 'Edit' (green), '1', '2', and 'Next »'.

To compose the image from the clipboard.

The screenshot shows the application's main dashboard on the left with a sidebar containing 'DASHBOARD', 'TUTORIALS', 'EDITORS LOG' (selected), and 'EVENTS'. The main area displays a list of logs for January 23, 2026, with entries for 'kenny' and 'kai'. A modal dialog titled 'Create New Log' is open in the center. It includes fields for 'Select Date' (01/24/2026) and 'Duration (24 hours)' (HH:MM:SS). The 'Event' field contains 'Clip'. Below it are four input fields: 'Clip' (90), 'Team Edit' (0), 'Indi Edit' (83), and 'Build' (59). There is also a notes section with a placeholder 'Enter any additional notes...'. At the bottom are 'Cancel' and 'Save Log' buttons.

To compose the image from the clipboard.

This screenshot is similar to the one above but shows an 'Edit Log' dialog for the log entry from January 23, 2026. The modal is titled 'Edit Log (January 23, 2026)'. It has the same structure as the 'Create New Log' dialog, with fields for date, duration, event, and category counts. The 'Event' field now contains 'Sinulog Villaba Leyte'. The 'Clip' count is 90, 'Team Edit' is 0, 'Indie Edit' is 83, and 'Build' is 59. The notes section is empty. The 'Update Log' button at the bottom is highlighted in blue.

Events

Limited access: view events, download filters, and view templates only.

Junior Editor



DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Logout

6

Search Event

Search

Sinulog Cebu 2044

Cahigan Festival

Sambulawan Festival

Calbugos Festival

Cabungahan Festival

Leyte Leyte Festival

Kanangga Festival

Cebu Festival

Junior Editor



DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Logout

6

Templates

Filters for Palompon Festival

ADAM_Lawig Palompon (1)_Calbugos Festival (4)

ADAM_Lawig Palompon (1)_Calbugos Festival (5)

ADAM_Lawig Palompon (1)_Calbugos Festival (6)

ADAM_Lawig Palompon (1)_Calbugos Festival (7)

PRP

PRP_Palompon Festival (1)

127.0.0.1:8000/filters/download-filter/180/

The screenshot shows a user interface for a web application. At the top right, there is a user profile icon with a red notification badge containing the number '6', and a 'LOGOUT' button. Below the header, on the left, is a sidebar with a circular profile picture of a person with dark hair and a blue top. The sidebar has a title 'Junior Editor' and four menu items: 'DASHBOARD', 'TUTORIALS', 'EDITORS LOG', and 'EVENTS'. The main content area features a 'Filters' button and a section titled 'Templates for Palompon Festival'. Within this section, there is a 'sample' link and a 'Click here' button.

Junior Editor

Filters

Templates for Palompon Festival

sample [Click here](#)

DASHBOARD

TUTORIALS

EDITORS LOG

EVENTS

Logout (6)

CLIPPERS ACCOUNT

Clipper Dashboard

The Clipper Dashboard provides a streamlined view of monthly performance rankings, tailored specifically for users with the Clipper role. Rankings are calculated based on two key metrics: Indi Clip and Team Clip, reflecting both individual and collaborative contributions.

Each user's actions are converted into expected hours, compared against their rendered time, and ranked by the difference. Smaller or negative differences rank higher, while larger positive differences rank lower. Users with high output may still rank above others even if their rendered time slightly exceeds expectations.

Users can filter rankings by start and end dates, allowing them to track their progress over time and compare performance across different periods. The dashboard is paged by month, with each view showing the current standings for that period.

The Top 3 rankings follow an eligibility logic: if fewer than three users meet the required threshold, the podium begins at Rank 4, ensuring fair recognition and preventing inflated rankings.

Rankings are recalculated daily at 08:00 AM, and final standings are published on the first day of each month, visible only between 08:00 AM and 10:00 AM. After 10:00 AM, the dashboard resets for the new month.

The screenshot shows the Clipper Dashboard interface. On the left is a sidebar with a user profile picture, the name "Clipper", and three menu items: "DASHBOARD", "TUTORIALS", and "CLIPPERS LOG". The main content area has a title "Clippers Ranking Report As of January 2026" with date filters for "Start" and "End" and a "Filter" button. Below this, there are three yellow boxes for the top three ranks:

Rank	Username	Indi Clip	Team Clip
1st Place	@kilua	117	332
2nd Place	@keon	12	23
3rd Place	@rain	12	23

At the bottom of the main content area, it says "Page 1 of 1".

Tutorials

Access tutorials title and link assigned to the **Clipper** role.

The screenshot shows the Clipper application's interface. On the left is a vertical sidebar with a user profile icon and the name "Clipper". Below the profile are three menu items: "DASHBOARD", "TUTORIALS" (which is highlighted with a white background), and "CLIPPERS LOG". The main content area is titled "TUTORIALS" and contains three cards, each with a video camera icon and a title: "Lesson 3: Team Clip", "Lesson 2: Apps", and "Lesson 1: Learn Basics". At the top right of the main area are a notification bell icon and a "LOGOUT" button.

Clipper Logs

The Clipper Logs module allows users to record daily work activities with precision and clarity. Clippers can log their rendered hours, indi clips, team clips and event participation, ensuring that every contribution is tracked and accounted for.

Each log entry includes fields for date, duration, event name, and notes, with editable values for all activity metrics. Logs can be created, updated, and filtered by date, making it easy to review past work or prepare reports.

The screenshot shows the Clipper application's log list interface. On the left is a sidebar with a user icon, the name "Clipper", and three menu items: "DASHBOARD", "TUTORIALS", and "CLIPPERS LOG". The main area has a header with a "Logout" button and a "Filter" button. Below the header is a search bar with a date input field "mm/dd/yyyy" and a "Filter" button. A blue "Add New Log" button is at the top left. The content area displays logs for January 23, 2026. Each log entry includes the name, event count, individual and team clip counts, notes count, and duration. An "Edit" button is present in each entry. Navigation buttons "1", "2", and "Next »" are at the bottom.

Page 1 of 11 (11 total logs)

2026-01-23

rain | Event: 1 | Individual Clip: 11
| Team Clip: 115 | Notes: 1
| Duration: 07:24:34

alex | Event: 1 | Individual Clip: 12
| Team Clip: 23 | Notes: 1
| Duration: 08:24:34

keon | Event: 1 | Individual Clip: 0
| Team Clip: 200 | Notes: 1
| Duration: 08:34:34

kilua | Event: 1 | Individual Clip: 8
| Team Clip: 12 | Notes: 1
| Duration: 09:54:23

1 2 Next »

The screenshot shows the "Create New Log" modal window. It has fields for "Select Date" (set to 01/24/2026) and "Duration (24 hours)" (set to HH:MM:SS). The "Event" field is empty. There are two buttons for "Individual Clip" and "Team Clip", both of which are empty. The "Notes" field contains the placeholder "Enter any additional notes...". At the bottom are "Cancel" and "Save Log" buttons.

Add New Log

Page 1 of 11 (11 total logs)

2026-01-23

rain | Event: 1 | Individual Clip: 11
| Team Clip: 115 | Notes: 1
| Duration: 07:24:34

Create New Log

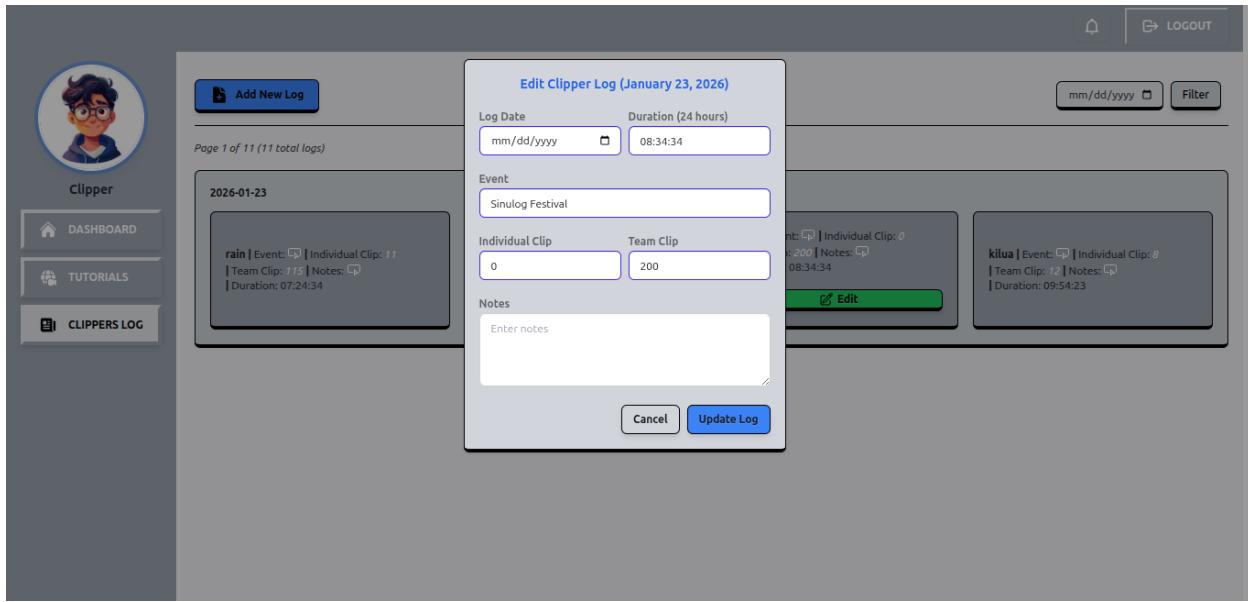
Select Date: 01/24/2026 Duration (24 hours): HH:MM:SS

Event:

Individual Clip Team Clip

Notes: Enter any additional notes...

Cancel Save Log



Shared Features Across All Users

Profile Picture Upload – All users can personalize their account by uploading a picture, enhancing identity and engagement across the platform.

Bell Notifications – A bell icon in the header shows notification counts. Users receive notifications only when a new tutorial is uploaded and assigned to their role.

Announcement Modal – Users may receive pop-up announcement if their role has been checked or assigned by the admin to receive that specific message. This ensures targeted communication without unnecessary clutter.